

## **IAED 3000, ARC 3701 PRACTICE I REPORT and DIARY EXPLANATION**

IAED 3000 and ARC 3701 are the practice that you are expected to work at construction according to your priority discipline. You are responsible to write report related to your experience and gained knowledge of site practice and during your 30 work days on the site. You should also fill the diary table (EK-5) for each day and make it signed by the firm authority. Beside the firm authority signature, you also need to sign every day.

**REPORTS WITHOUT SIGNED DIARIES WILL FAIL.**

**REPORT LANGUAGE IS ENGLISH.**

**DIARY LANGUAGE COULD BE TURKISH OR ENGLISH.**

### **REPORT INDEX**

#### **1. Hard cover of the report:**

Course Code

Name,Surname,Student Number

Firm Name

Dates of the practice

You can find the format page at faculty web site as EK-8

#### **2. Report Content:**

Index of the topics according to page number

Ex: Introduction Part.....1

    Production Techniques.....2-10

    Conclusion.....15-18

#### **3. Report Introduction:**

This section should give brief description of the company, its history, size, staff, past projects and any other pertinent information.

This section is also the suitable part to include your more personal experiences, as well as any graphic documentation more personal in nature: social gatherings, funny office moments, etc.

#### **4. Body of the Report:**

Details your specific observations and your contribution to the company, with respect to the focus of Summer Practice I, as listed in the Course Description, namely: Body of report should be at least 5 pages.

**2.1 Experience On Site, and / or**

**2.2 Production Techniques, and**

**2.3 Project Scheduling and Coordination**

Your Diary entries will help refresh your memory in detailing the degree of your

participation, many specific activities and any other special tasks performed by you. Since your exposure to these aspects of company practice depend totally on the level of involvement and degree of tutoring afforded to you, by the particular company in which you performed your summer practice, great variations may be expected, and will be taken into consideration when evaluating your report.

Your Diary entries, however, do indicate the degree of your validated involvement, and will, therefore, be consulted while evaluating the accuracy and completeness of the Summer Practice I Report.

#### **5. Conclusion:**

As conclusion you shall address in general terms the experience you gained in terms of your observations, the site process. You should refer to your personal experience during the practice, the aim of the report is measuring what you learned, and how you get involved to the process. Conclusion should be at least 2 pages.

#### **6. Graphic Documentation:**

This part is also **Mandatory** that you need to take pictures related to your report's body part. EX, if you mention the process of floor finishing process you are expected to show it with picture.

You are encouraged to add your own sketches and the documentations or drawings given by firm.

Please be selective while choosing your pictures that they should really refer to meaningful details.

#### **7. Appendix:**

Appendix should contain CD. Inside CD, you should add your **Report** and any documentation that related to practice. You can also put any material and drawings referring to your report. For example, if you have autocad drawing of the site, you can add it here instead of printing it.

### **FORMAT OF PRINT AND CD DELIVERY**

#### **A. COVER**

You can find as EK-8 in University web page  
IAED 3000 SUMMER PRACTICE REPORT  
NAME SURNAME-STUDENT NUMBER  
FIRM NAME  
DATE OF SUMMER PRACTICE

## **B. TABLE OF CONTENT**

1. DIARY TABLE
2. INTRODUCTION
3. BODY OF REPORT
  - 3.1. On Site Activities
  - 3.2. Production Techniques and
  - 3.3. Project Scheduling and Coordination
  - 3.4. Conclusion
4. GRAPHIC DOCUMENTATION
5. APPENDIX: CD

Pages shall be numbered consecutively, starting with Introduction, but excluding the Appendix.

### **GENERAL PAGE FORMAT**

1. Page margins should be at 2,5 cm at top, bottom, right and left,
2. Headers shall be 12 and Bold,
3. Main writing shall be typed as 11 and text lines should be double-spaced,
4. Body of report should be at least 5 pages,
5. Conclusion part should be at least 2 pages,
6. Times New roman should be used as text type,
7. The language of the report is English. Diary language could be English or Turkish,
8. Give page number to each paper.

### **THE DIARY**

The diary includes daily information of the works the intern does on site. The diary should be checked and signed by the firm authority and the intern daily. Diary language shall be Turkish or English. Reports without signed diaries will be failed.

## **THE SUBMISSION FORMAT**

-Take folder as seen in picture



- Print out hard cover from university web site,
- After hard cover add your work diary table format,
- Add your report according to given rules,
- At the end of written part add the graphic documentation part,
- Add your CD to folder.

## **GENERAL NOTE OF CAUTION**

### **Plagiarism**

You are advised and strongly warned not to enhance any aspects of your report, either with activities not actually performed by you, or by inclusion of text from other sources. Information gathered from various industry sources, may, of course, be quoted directly, providing you properly acknowledge and identify its source.

All observations and comments offered in your report must be totally authored by you, even if you perform your Summer Practice with other students of your Department, in the same company.

Antalya Bilim University considers plagiarism a serious offence, resulting in severe disciplinary action.

## **COPYING OF DOCUMENTS**

You are reminded to ask permission, before copying or collecting any office documents which you intend to submit in your report.

You are also strongly advised to collect any desired graphic documentation throughout your work term, not only at the last minute.